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Report for Week Ending 12 June 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

- (1) Completed 51 actions requiring the printing of 432,500 copies or sets of forms. This represents an increase of 39 actions involving 340,200 copies compared to last week.
- (2) Fifteen new and eleven revised forms were approved. Five forms were made obsolete.
- (3) Eleven of these forms were processed out for FBID in 2 days. They involved questionnaires to be sent to recipients of the Daily Report, a publication produced by FBID.

b. Intangible

- (1) Submitted evaluation of Suggestion #3043.
- (2) Prepared a staff study for [] concerning awards for improvements in Intelligence Information Reporting and Dissemination. 25X1
- (3) Developed a series of graphs to reflect forms cost, active and obsolete activity, new, revised and reprint activity, production volume and lead time. These are by fiscal and calendar years.

2. Assignments

a. Active

- (1) Preparation of Forms Management article for Support Bulletin.
- (2) Evaluation of two Employee Suggestions
- (3) Thirteen new and four revised forms. (Two reprints are pending)

3. News

Consolidated Business System's plant is still on strike. The balance of the order on the Form 53 series are printed, but cannot be moved from the plant because of picketing. Tests of these forms in the DD/S₄ are being delayed pending this delivery.

AREA

[] attended the Suggestion Awards Committee meeting to explain the effect of employee suggestions on the PD-CS Follow-up system.

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Report For Week Ending 11 June 1957
From
Records Center

During this week the following accessions were made:

PERS	7 Cu. Ft.
ORR	4 " "
MS	1 " "
COMPT	4 " "
MEDICAL	2 " "
Sub-Total:	18 Cu. Ft.
Finished Intelligence	14 " "
	32 Cu. Ft.

Map Negatives	653 Cu. Ft.
Records Holdings	22,417 " "
Distribution Material Holdings	10,341 " "
Total:	33,411 cu. Ft.

Distribution Material Disposed of at Center	5 Cu. Ft.
Distribution Material Transferred from Center	5 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "

Accessioning

The accessioning for the week has been rather slow, however much time was spent in rearranging and relocating certain groups of records.

Reference

ORR returned eight boxes of map negatives which included approximately 100 negatives. These negatives are being interfiled into their proper location.

Disposal

It seems as if the disposal problem is temporarily solved. There was approximately 950 cubic feet or 36,900 pounds of disposable material transferred by truck to the D.C. incinerator for destruction.

[Signature]
Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	2,099	9,811	11,910
DD/P	2,096	6,634	8,730
DD/S	525	7,335	7,860
DD/S (Compt.Grilled Area)	109	371	480
DD/I	349	6,461	6,810
DD/I (Grilled Area)	1,588	2,192	3,780
DCI	37	23	60
Map Negative	<u>610</u>	<u>980</u>	<u>1,590</u>
TOTAL:	7,413	33,807	41,220

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Report for Week Ending 12 June 1957
from
RECORDS DISPOSITION BRANCH

Assignments:

✓ Project 6-40 -Office of Central Reference

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Schedule has been reviewed by the Assistant Director and his signature obtained approving the schedule. Survey report is being coordinated informally with the O&M Staff and EXO/CR. Project is 92% complete.

Project 6-81 - Office of Logistics

25X1

No change from previous report. Project is 99% complete.

Project 6-90 - Commercial Staff

25X1

Approval of the schedule delayed temporarily due to press of business. Administrative Officer hopes to obtain Staff Chiefs approval by end of week. Project is 50% complete.

Project 6-95 - Office of Personnel

25X1

The Audit of the Records Management Program in the Office has been temporarily suspended due to personnel changes in the office and the illness of an employee of the Benefits And Casualty Division. The Office is now considering the possibility of diverting the project to another organizational unit in order that it may be continued. Project is 5% complete.

Project 6-97 - Suggestions Awards Staff

25X1

A review of the records management program is continuing. During the past week a subject file was devised and installed for the current records and one cubic foot of records was retired to the Records Center. An additional filing system for suggestions is being developed.

Project 6-98 - Office of the Comptroller

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No change from previous report.

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Project 6-101 - RI/DD/P

Proposed changes are being typed on the current schedule. will notify us when completed. Project 10% complete.

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News

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new ARO for Personnel was given a 3 hour briefing on the records disposition program.

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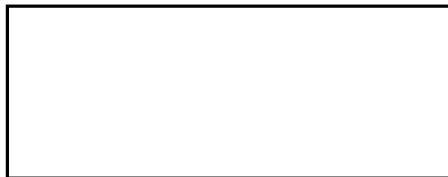
One Analyst of the Branch is assisting the Records Center in matching items on the Logistics records control schedule with material stored in the Records Center.

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At a meeting 10 June 1957 with [] Assistant Chief of Industrial Register, attended by [] of this Staff, our proposal given to them on 16 May 1957 was discussed and a counter-proposal prepared by Industrial Register was brought out. Actually, their proposal accepts the principal points we had recommended in ours except for the testing of microfilm. We agreed with them as they proposed as we have accomplished more than we had hoped for. This will result in 1,000 cubic feet of records using 1,000 square feet of floor space and housed in 100 safes (75 5 dr. and 25 4 dr.) removed to storage at the Records Center. Project will start immediately after detailed procedures have been formalized. The retirement of these records will be made on a gradual basis.

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1. Contributions

- a. Lectured on correspondence and filing practices at the OTR Administrative Procedures Course

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2. Assignments Active

a. Support Workload at Small
Stations - (

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Activity Report

A. Admin/Support Workload Study of Small Stations/Bases

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x Renewed study with [redacted] for the DD/P in the absence of Mr. [redacted] concerned in passing the report to the DD/S ~~and~~ insofar as the DD/P interests were concerned

25X1
B. Renewed study and two ~~DD~~ tabs to take into consideration the views and comments of the DD/P and the SSA/DDO. ~~Should previous~~ Renewed revisions with [redacted] keeping of ~~revisions~~ report and Tab being ^{approved.} handled by three ~~DD~~ typists. Study should be completed and assembled. It is estimated that study will be completed and assembled by COB 17 June. [redacted]

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3. Major Projects Inactive

a. VM Study - Inactive because
of attendance of two ARO's
at school and the transfer
of

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b. OSI Full Installation - Inactive
pending return of
from training.

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4. News

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a. Training -

[redacted]
are attending the Institute on
Records Management. [redacted]
attended the SMA orientation
seminar "Streamlining Reporting
Systems for Greater Efficiency
and Effectiveness"

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b. The following visited the
VM repository last week:

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BCR -

ORR

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1. The Equipment Review
 Reviewed 4 requisitions
 for filing equipment and
 supplies with [redacted]
 At our suggestion an OCI
 requisition was amended to
 to place in use 5 drawer
 filing cabinets rather than
 4 drawer. [redacted]

2. Stack Control/SOB/OL Shelf
Filing Project

In process of completing
 necessary attachments to memo
 Supplement. memo. ~~which~~
 will indicate that Shelf
 Filing equipment will not
 provide usable space savings
 when compared to ^{filing cabinet} space
 requirements

3. IR Shelf Filing Project
 BK " " "
 OS " " "

Nothing of significance
 to report

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4. [] Project

a. Requested [] Reproduct^{25X1}
 facilities to ~~prepare~~ reproduce
 a few topics of a proposed
 Work Report Summary Sheet

B. Obtained from "Machine
 Methods Branch", the machine
 hours, man hours and
 use of machines for the
 past 64 work days ending
 17 June 1957. This information
 + data will be summarized
 to show (1) Total machine utilization
 by ^{work} day and (2) individual
 machine utilization for
 the 64 day period

This information will
 be used when []
 + I review the machine
 work at [] during
 the week of 17 June

5. Furnished shelf Filing Cost estimate
 + Elevator file cost/data to
 [] for his use in a

25X1